S1 Certification Course

Separations

INSTALLATION MANAGEMENT AGENCY
TRANSITION CENTER

Hours of Operation:

Customer Service

Monday thru Friday

0830-1100 and 1300-1600

Separation Briefings (DD214)

Monday- Friday

0730 and 1230

*****HOURS & DATES MAY VARY DEPENDING ON HOLIDAY'S*****

INSTALLATION MANAGEMENT AGENCY TRANSITION CENTER

ETS

- Transition Center (TC) Request Personnel File (Formally 201 File) 120 days out
- Soldier attends Transition Orientation Briefing, 1st and 3rd Tuesday, Palmer Theater at 0730
- Soldier brings approved DA 31 and LES to TC 45 days prior to start of leave
- Technician Reviews File/Cuts Orders/Distributes
- Soldier begins clearing process (get Green Stamp)
- Attends final Transition Briefing to review DD Form 214 last workday prior to start of Transition Leave or day of Separation

INSTALLATION MANAGEMENT AGENCY
TRANSITION CENTER

Officer REFRAD/Resignation

- Required Documents for initial appointment
  - Oath of Office
  - Initial orders bringing officer on active duty
  - ORB
  - DA Form 31 (Terminal Leave)
  - Current EOM LES
  - DD Form 93/SGLI
  - Prior DD Form 214 (if applicable)
  - MFR specifying deployment/redeployment dates
  - Closed out Flight Records
  - ROTC/SMP Contract (If applicable)
  - HPSP Contract (Health Professionals
- Call Mrs. Fletcher at 287-7002

Retirements

- TC requests Personnel File when receive request
- Request 9 to 12 months from requested retirement date
- III Corps CSM reviews all CSM retirements
- SFC and MSG receive approval memo from HRC
- MSG(P) and above receive approval memo and PIN from HRC
- One-on-one appointment with Technician
  - Document Review
  - Orders prepared
  - Receive DD Form 214/Flag/Retirement Certificates/Retirement Pin
- ***Officers*** call Mrs. Wells at 287-6099 to schedule appointment

Chapters

- Commander initiates Chapter action
- Chapters 5-13, 10, 13 and 14 require appointed NCO (SGT or above) escort
- Commander/1SG can schedule physical exam before Chapter approval
- Chapter Packet and Personnel File are taken to TC to create orders to separate
- Goal is to cut orders within 72 hours (based on workload)

Chapters

- Once soldier receives “green” stamp on Central Clearance form, soldier attends Final Separation Briefing and receives DD Form 214 (Day before Leave/PTDY or Separation date)

- Chapters 9,10,14 and all drug related chapters receive letter barring them from the installation

Medical Chapters

- DA approves Medical Separation
- TC obtains electronic list daily from DA through TRANSPROC system
- Soldier must be separated within 90 days
- TC determines actual separation date based on:
  - Accrued Leave (Only if soldier sold 60 days is Transition Leave authorized)
  - Approval of PTDY
  - Other factors
- Soldier Clears Installation (Green Stamp) then DD Form 214 brief last workday prior to start of PTDY or day of Separation

INSTALLATION MANAGEMENT AGENCY
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ISSUES

- S1 track soldiers on eMILPO to see if separated
- S1 can pick up orders at Transition Center
- Missing documents, e.g., Duty Status Changes, Promotions, Reductions, AWOL/Confinement time, Enlistment Contracts, Res/NG Contracts, DD93, SGLV, Awards, etc…
- Goes home without DD Form 214
- No Show at Transition Point
- Finance system does not agree with Personnel System
- Retention only organization that can change ETS dates
- Stop Loss, 4ID must have request from unit routed through chain of cmd to G1/G1 SGM.

INSTALLATION MANAGEMENT AGENCY
TRANSITION CENTER

POC

- Chief - Mr. Mathes 287-7695

- HR Supervisor - Mrs. Remedies 287-0139
  - Team 1 (4ID) - Mr. Jefferson 287-6401
  - Team 2 (ETS) - Mrs. Hadley 287-3372
    - Medical Separations – Mr. Allen 287-9664
  - Team 3 (1CD) - Mrs. Wiles 287-9005

- HR Supervisor – Mr. Redwine 287-3382
  - Officer Separations - Mrs. Fletcher 287-7002
  - Officer Retirements - Ms. Wells 287-

Questions?

Mr. Vernon Mathes
Chief, Fort Hood Transition Center
(254) 287-7695